

S-E-C-R-E-T

Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140026-4

REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR/OS-15

1. TITLE OF REPORT (if a fill-in report include Form No.)

Reports Inventory Report

2. TYPE
OF
REPORT

<input checked="" type="checkbox"/>	STATISTICAL
<input checked="" type="checkbox"/>	NARRATIVE
<input type="checkbox"/>	MACHINE-NAME LISTING

3. FUNCTIONAL AREA

<input type="checkbox"/>	PERSONNEL	<input checked="" type="checkbox"/>	TRAINING
<input type="checkbox"/>	LOGISTICS	<input type="checkbox"/>	SECURITY
<input type="checkbox"/>	MEDICAL	<input type="checkbox"/>	FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annually

6. DISTRIBUTION (No. of components not
number of copies)

1 (OTR/SIWA)

7. FORMAT (memorandum, form
computer print-out, etc)

Form

8. ADP PROCESSING

<input type="checkbox"/>	YES	IF YES GIVE ADP PROCESSING NO.
<input checked="" type="checkbox"/>	NO	

9. DIRECTIVE AUTHORITY REQUIRING REPORT

DD/S 70-3600

10. PREPARING COMPONENT (include lowest level
contributing information to report)

C/OS

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

0

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-16	14.50	.5	7.25	1	7.25
GS- 7	4.50	10.00	45.00	1	45.00

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

52.25

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

As is the case of other required reports, this is required by superior command.
This particular form is misleading and will probably prove little.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

<input type="checkbox"/>	RETAIN AS IS	<input type="checkbox"/>	OTHER (explain)
<input type="checkbox"/>	CHANGE		
<input checked="" type="checkbox"/>	DISCONTINUE		

ESTIMATED SAVINGS

MAN-HOURS	DOLLARS
10.5	52.25

16. DATE OF INVENTORY

6 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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18. EXTENSION

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